

LEVEL I, INTRODUCTION **SENIOR TRAINING PROGRAM**

Reference: Chapter 3, CAP Regulation 50-17

1. **LEVEL I ORIENTATION CHECKLIST:** Level I Orientation and In-Processing checklist (GP 12 FL 201-1 & -2) has been provided with the Commanders Packet II. This checklist will aid with the in-processing of the new senior member.

2. **PARTICIPATION:** The new senior member must complete Level I prior the being assigned to a duty position in the unit. All persons who become senior members of Civil Air Patrol are required to complete Level I Orientation and Cadet Protection Training prior to any promotion action. Further, the senior member must complete Cadet Protection prior to working with cadets.

3. **LEVEL I PROGRAM:** The Level I program consists of two parts. One part consists of study of manuals and pamphlets which together are called the Senior Member Handbook. The items that consist of the Senior Member Handbook are listed on the GP 12 FL 103. This form letter is given to all senior members during application procedures. **After the senior member reads and studies this material,** the member attends a facilitated videotape seminar. The other part consists of the Cadet Protection.

a. The new member will be sent the Senior Member Handbook materials by the CAP Bookstore. The new member is expected to study the information prior to the audiovisual seminar presentation.

b. The Cadet Protection component is designed to heighten child abuse awareness, thereby reducing the potential for cadet abuse. Cadet Protection training is presented by the unit using a videotape presentation.

4. **ORIENTATION COURSE OBJECTIVES:** After completing Level I training the new member should be able to:

a. List the CAP mission, purpose and programs.

b. List the CAP chain of command and CAP's region divisions.

c. Differentiate between CAP corporate structure and the USAF structure of HQ CAP-USAFA.

d. Recognize CAP senior member insignia.

e. Recognize CAP cadet insignia.

f. Wear all items of the uniform correctly.

g. Observe correct CAP/military courtesy and protocol.

h. Demonstrate familiarity with the following items:

- (1) The origin and historic highlights of CAP.
- (2) The five levels of the senior member training program.
- (3) The CAP cadet achievement program.
- (4) The senior member's responsibility to set the example for the cadets in dress and conduct.
- (5) The types of publications which inform and direct CAP members.
- (6) The insurance program.
- (7) The member's unit history and current status within its wing.

5. **CADET PROTECTION COURSE OBJECTIVES:** The purpose of the program is to increase child abuse awareness among senior members thereby reducing the potential for physical, emotional, and sexual abuse of cadets. The objectives of the program are for the senior member to:

- a. Know the definition, categories, and signs of child abuse.
- b. Describe common myths surrounding a child abuser.
- c. Understand the CAP Cadet Protection Training Program policies and procedures.
- d. Resolve case study problems on potential child abuse situations in Civil Air Patrol.

6. Upon completion of the Orientation Course and Cadet Protection, the unit commander or the professional development officer will have each attendee sign the CAP Form 11 (Senior Program Director's Report). This form is sent to the Professional Development Office at National HQ for posting to the individuals records that are maintained by that office. Distribution of the Director's Report will be made as shown:

- a. National Headquarters/ETS.
- b. Illinois Wing/ETS.
- c. Unit file (Director's Report File).
- d. One copy each for each attendee for their Senior Member Master Record.

7. **SENIOR TRAINING REPORT:** This document should be checked each month when it comes in from National HQ with the unit commander or the professional development officer to make sure all information thereon has been posted and correct. Appropriate action will be taken by the unit commander or the professional development officer to make corrections to this document as necessary. This document shows the progress of each assigned individual in the unit, and shows their progression in Civil Air Patrol.

8. **MEMBERSHIP RIBBON:** The membership ribbon is awarded upon completion of Level I.

A CAP Form 2a (Request for and approval of Personnel Action) will be initiated by the unit personnel officer. The unit commander is the final approving authority for this award. This award will be posted to the individuals CAP form 45, and a copy of the CAP Form 2a contained therein. The membership ribbon can be obtained through the CAP Bookstore.

9. **PROMOTION TO 2ND LIEUTENANT:** Completion of Level I and six (6) months time-in grade as a senior member satisfies the training requirements and is eligible for duty performance promotion to Second Lieutenant (2Lt.). A CAP form 2 (Request for Promotion Action) is completed by the personnel officer. The unit commander is the final approving authority for this award. Original copy will be sent to National Headquarters/DP (Promotion to 2nd Lieutenant does not need the group commanders or the wing commanders approval, the paper work goes straight to national for processing. A copy should be made for the suspense action file.

10. For the individuals with special, mission related, or professional qualifications, appropriate promotion action will be taken in sections C, D, & E of CAP Regulation 35-5 (CAP Officer and Noncommissioned Officer appointments and Promotions).

11. **LEVEL I ORIENTATION INSTRUCTOR:** A form letter (GP 12 FL 202) is provided in the Commanders Packet II for the individual giving the Level I Orientation, that is working for the completion of Level V. Distribution for the letter is as follows:

- a. 1 copy - Individual giving instruction .
- b. 1 copy - Individuals CAP Form 45 (Senior Member Master Record).
- c. 1 copy - Director's Report File.

12. **CAP CERTIFICATE 13:** This certificate is awarded to each new member upon completion of the Level I Orientation course.

13. Always check the reference directive for detailed information on the Level I Orientation.